# Tips for Working Remotely

In an effort to stop the spread of Coronavirus (COVID-19), many have suddenly found themselves working from home. For some, this transition can be tough — especially if they’re accustomed to a traditional work environment. But even for seasoned work-from-home professionals, it helps to keep some best practices in mind. Here are 7 tips from our internal talent development organization, Rackspace University, for working remotely as effectively as possible:

## 1. Focus
- Dedicate a workspace that’s free of interruptions, inspires productivity and keeps your company’s information secure.
- Create a healthy work environment, including an ergonomic chair, large monitor(s) and noise-cancelling headphones.
- Set boundaries around the kinds of interruptions that are okay and which ones can wait.

## 2. Communication
- Responsiveness is everything.
- Keep online messaging applications like Slack open for quick communication.
- Be prepared for video calls and keep your camera on during meetings.
- Connect personally by phone call or video conference when appropriate.

## 3. Resourcefulness
- Take advantage of your available resources, tools and technology.
- Understand how your team prefers to communicate information.
- Share your knowledge and findings so your organization can win fast, together.

## 4. Accountability
- Own your mistakes or blind spots. Learn from them and move on.
- Communicate with your team and manager about any obstacles.
- Be a valued part of the team from wherever you are.

## 5. Time Management
- Treat your remote workspace the same as the office.
- Communicate your office hours, deadlines, goals and tasks.
- Be aligned and transparent to stay motivated and maintain your professional brand.

## 6. Manage Up
- Think about your manager’s preferences and ways of working.
- Back up your statements.
- If you have a lot of information to share, break the details into chunks.

## 7. Tech Support
- Use remote tech support when needed.
- If your company has a remote help desk communication channel (email distro, Slack channel, etc.) leverage that.